

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

January 11, 2008

SUBJECT: KARDEX CARD, FORM 01.24.00 - REACTIVATED

PURPOSE: This Order reinstates the Kardex Card, Form 01.24.00. This form was erroneously deactivated by Special Order No. 4, dated February 9, 2001.

PROCEDURE: Personnel Division employees use the Kardex Card to record and file information on the Personnel Locator Card, Form 01.04.00. Personnel Division employees shall continue to use the Kardex Card using the current standards and procedures.

FORM AVAILABILITY: The Kardex Card will be available for ordering from the Department of General Services, Distribution Center, in approximately 60 days.

AMENDMENTS: This Order adds Department Manual Section 5/01.24.00.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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